MS EXCEL QUESTIONS BANK (TRUE-FALSE)

1. **"If you do not save your workbook, you can recover any lost data the next time you start Excel."**

   a)True   b)False

2. **"After you click the Save toolbar button, the Save dialog box will appear if the file already exists."**

   a)True   b)False

3. **"Excel will not regard the entry as text, if any numbers are included with text in the entry."**

   a)True   b)False

4. **"Instead of typing in cell references, you can use the mouse click for Excel to enter the cell names into formulas for you."**

   a)True   b)False

5. **You can only select cells that are adjacent to each other.**

   a)True   b)False

6. **Dragging the mouse or holding the down the Shift key while clicking with the mouse will only select cells that are adjacent to each other.**

   a)True   b)False

7. **"If you want to move large amounts of data within a worksheet or from one worksheet to another, it's better to use the cut and paste method."**

   a)True   b)False

8. **You can paste the copied data to more than one selected cell or range.**

   a)True   b)False

9. **"You can only insert one column, row or cell at a time."**

   a)True   b)False

10. **Rows and Columns can be inserted by selecting the Cells command from the Insert menu.**

    a)True   b)False

11. **To delete a column or row you can select a cell within it's range and then choose the Delete command from the Edit menu."**

    a)True   b)False

12. **"To Hide or Unhide columns or rows, you must select the entire Column or Row range by clicking on the Column or Row Headers."**

    a)True   b)False

13. **"You can use the formatting toolbar buttons to apply any type of formatting to the selected cell entry."**

    a)True   b)False

14. **Excel does not format the entry in the formatting bar.**

    a)True   b)False

15. **"You must first precisely select the range of cells to be named, as you will not be able to redefine or modify the range before adding a name."**

    a)True   b)False

16. **"Range names can be removed, as well as added, by selecting the Define command from the Insert/Name menu."**

    a)True   b)False

17. If a formula consisting of relative references is copied from one cell to another it will still be the same.

a)True   b)False

18. "When a formula is copied into another cell, the relative references in the formula keep their relative positions."

a)True   b)False

19. "If a formula consisting of absolute references only, is copied from one cell to another it will still be the same."

a)True   b)False

20. "Relative references are not included in a formula with mixed references."

a)True   b)False

21. You cannot set the increment between neighboring values of your series.

a)True   b)False

22. You can also specify the maximum value in the series.

a)True   b)False

23. "A PivotTable is comprised of three areas: ROW, COLUMN and DATA."

a)True   b)False

24. "It is not necessary to display the Drawing toolbar, to create graphics."

a)True   b)False

25. You can draw a line by dragging your mouse across the screen and then click on the Line button.

a)True   b)False

26. The procedure to create graphic objects is similar to the procedure to draw lines or arrows.

a)True   b)False

27. "After an object has been drawn, you cannot re-size it."

a)True   b)False

28. You can use the re-sizing handle also to change the shape of an object.

a)True   b)False

29. "To apply a 3D effect, you would first activate the Drawing toolbar, click on the 3D button and then click on the AutoShape button to choose a predefined shape."

a)True   b)False

30. You cannot move or change the shape of a 3D object.

a)True   b)False

31. "You can only abandon the chart in the fourth step by clicking on the Cancel button, otherwise you would click on the Finish button to create the chart."

a)True   b)False

32. All of the components of a chart can be modified separately.

a)True   b)False

33. **"If you move a chart, the data will change simulatneously."**

a)True   b)False

34. **"If you change the data, the chart will change simultaneously."**

a)True   b)False

35. **"You can only select built-in headers or footers from the Header/Footer Tab in the Page Setup dialog box."**

a)True   b)False

36. **"To choose built-in headers or footers you should click on the Custom buttons."**

a)True   b)False

37. **You can define many print areas at a time.**

a)True   b)False

38. **"To define a print area, you should choose the Set Print Area command from the File/Print Area menu then define the range."**

a)True   b)False

39. **Clicking on any cell will highlight the selected print area.**

a)True   b)False

40. **Previewing a worksheet is similar to previewing a chart.**

a)True   b)False

41. **Clicking on the Print Preview button opens up the Page Setup dialog box.**

a)True   b)False

42. **"When the Printing message box is displayed, you must wait until Excel has finished sending pages to your printer before you can abort the printing process."**

a)True   b)False

43. **The Internet Assistant Wizard can convert everything in your worksheet to HTML.**

a)True   b)False

44. **"To convert a portion of your worksheet to HTML, you should select the range you want to convert and choose the Save As HTML command from the File menu."**

a)True   b)False

45. **All formatting must be done prior to activating the Internet Assistant Wizard.**

a)True   b)False

46. **The procedure to open an HTML file is the same as opening an Excel workbook.**

a)True   b)False

ANSWER KEY

1. B	10. A	19. A	28. A	37. B
2. B	11. B	20. B	29. B	38. B
3. B	12. B	21. B	30. B	39. A
4. A	13. B	22. A	31. B	40. A
5. B	14. A	23. B	32. A	41. B
6. A	15. B	24. B	33. B	42. B
7. A	16. A	25. B	34. A	43. B
8. A	17. B	26. A	35. B	
9. B	18. A	27. B	36. B	